

29 March 1968

MEMORANDUM TO:

25X1

SUBJECT : Agency Volume and Type of Forms Printing
FY 1962 - 1967

1. As requested, we have recapitulated the forms printed from FY 1962 thru 1967. This includes not only those printed "in-house" but also printed through Government Printing Office and Procurement Division.

2. We are able to tell you how many of the total requisitions were new, revised, or reprints. The attached list itemizes for each fiscal year the number of requisitions, impressions, and cost.

3. The volume trend of requisitions and impressions has been, and we think will continue, an upward swing - however, since we try to order an 18 month supply of the stock forms our impression totals vary year to year. These statistics do not reflect the number of forms requests we cancel, and consolidate. Neither is any reference made to the thousands of copies of forms that are printed and rejected and must be reprinted.

4. The figures in the attachment are controlled Agency forms. Needless to say the bootleg forms are printed fast and furious either in individual offices or the printing plant. Some of these eventually get in to our controlled system but most often they are run and rerun many times without our knowledge. On a recent forms survey, in one division, we found they had 88 official forms and 182 bootleg forms.

5. As to future requirements the complexity of new equipment, methods, and systems may well present staggering problems in the printing of forms. As an example, there will be many forms changes because of the "SIPS" program for the Support side of the house. However, we are not in a position at this time to predict the number of forms to be eliminated or the types of new forms they will use for the systems designed, (i.e., cut sheets, continuous tab paper, tab cards, etc.). Therefore, the future internal or external printing requirements for forms is hard to determine.

6. The attached statistical information cannot be provided in the future because Fiscal Year 1967 saw the end of the cost accounting system in Printing Services Division and thus ended the source for gathering the forms statistics on internal printing volumes and costs. We think your request for the attached information is another proof of Agency need for such information and we look forward to the renewal of such cost and volume control information by the Printing Services Division.

Very truly yours,
[Signature]

Chief, Records Administration Branch

Attachment

25X1

Distribution:

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1 - SSS ✓

1 - Forms Management

1 - RAB File